



The Mission of Manistee PEG-TV (Public, Education, and Government Television) is to provide access to local content that informs, educates and entertains the community we serve."

Manistee PEG-TV Commission

February 6, 2017

MEETING MINUTES

- I. **CALL TO ORDER** – Barry Lind called the meeting to order at 6:0
- II. **ROLL CALL** - Present: Keith Brown, Kathy Ervin (arrived at 6:20), Barry Lind, James Smith, Mike Tillotson, Roger Zielinski Guests: Rebecca Tillotson
- III. **PLEDGE TO THE FLAG**
- IV. **APPROVAL OF AGENDA** – With addition to New Business re: Keith Brown's time study, the agenda was approved. Moved by Mr. Zielinski; seconded by Mr. Smith.
- V. **APPROVAL OF MINUTES** – Approval moved by Mr. Zielinski; seconded by Mr. Smith to accept minutes as corrected. Approved. (Meeting notice change requirements from 36 hours to 18 hours (per Michelle Wright).
- IV. **CORRESPONDENCE** –
 - A. Letter from Keith Brown (Under New Business)
 - B. Caution from YouTube regarding copyright infringement. No action required.
- V. **EXECUTIVE DIRECTOR'S REPORT** – See attached
 - A. **Strategic Plan Work** – Commissioner's Evaluations were inadvertently mailed to Tim Ervin at the wrong address. Ms. Ervin said she would re-send the form to commissions and requested they e-mail their completed evaluations to her after which she will forward them appropriately.

Mr. Zielinski said he had contacted AES (Susan Hornkohl) to schedule a session with Mr. Ervin via *Skype*. Proposed date is February 15, 2017 at the AES offices.
 - B. **Amended Budget** – Based on Mr. Brown's letter (see attached), he amended the PEG 2017-18 budget to reflect a redistribution of line item expenditures. Mr. Smith moved; Mr. Zielinski seconded. In response to a question from Mr. Tillotson, Mr. Lind explained that developing the Strategic Plan, the commission can make a compelling case to the City of Manistee to continue the \$25,000 allocation we currently receive through Charter fees. Mr. Zielinski observed that he will be asking for a review of all City allocations/appropriations to assure that they meet Municipal Code Guidelines. The question was called. The amended budget was approved and signed by Mr. Lind.

- C. PEG Policy Review/Approval** – Mr. Brown distributed an updated/revised copy of the PEG policy. After further scrutiny, Mr. Tillotson moved to accept; Mr. Smith seconded. Motion carried.

VI. NEW BUSINESS

- A. Conciliation Letter** - Discussed under “Correspondence”
- B. Time Study** - In response to a request from Mr. Zielinski, Mr. Brown reported that he had calculated the amount of time he spends weekly in his position as Executive Director of the station. (See attached)

VII. ADJOURN - There being no further business, the meeting was adjourned at 6:55.

VIII. NEXT REGULAR MEETING – March 6, 2017 - 6:00 - Manistee High School

- A. Strategic Planning** - February 15th, AES (Tentative)

Respectfully submitted,

Kathy Ervin,
Secretary